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IAS/I 5-1  
Example 1

Sample Transmittal. Place under proper control cover sheet.

IAS/Division-000/71  
15 May 1971

MEMORANDUM FOR: Chief, Theater Forces Division, OSR

ATTENTION:

25X1

THROUGH: Chief, Exploitation Branch, Reconnaissance Group, IRS

SUBJECT: Transmittal of Imagery Analysis Memorandum

REFERENCE: (a) Requirement No. SR8-000/71, 15 April 1971  
(b) IAS Project No. 050000

1. The enclosed memorandum, [ ] has been prepared in response to the referenced requirement. This requirement is now considered to have been fulfilled. (Or - This is a partial response to the requirement.)

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2. Questions regarding the information contained in this study may be directed to the imagery analyst, [ ] of the Air and Naval Branch/Military Division on extension [ ]

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HOWARD STOERTZ, JR.  
Director  
Imagery Analysis Service

Enclosure:  
As stated

Distribution:

- Orig - Addressee
- 1 - IRS/Recce/E
- 1 - ODir/IAS
- 1 - Division/IAS
- 1 - CD/OSR [ ]
- 1 - NPIC/IEG [ ]
- 1 - GD/OBGI [ ]

**Declassification Review by NIMA/DoD**

-5-

Revised: May 1971

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IAS/I 5-2

Because IOM's vary so much, no attempt is made here to dictate how the body of the memos should look. Paragraphs must be numbered in the self-contained IOM but may or may not be numbered in the others. In either case, headings and subheadings are encouraged because they are helpful to the organization and readability of a memo.

Exceptions or problems in following these guidelines should be handled on a case-by-case basis with the Publications Officer if substantive and the Secretary to the Director if clerical.

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Revised: May 1971

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IAS/I 5-2  
Example 1

Sample Self-Contained Interoffice Memorandum

IAS/Division-000/71  
15 May 1971  
Copy \_\_\_\_\_

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MEMORANDUM FOR: Chief, Indochina Division, OER

ATTENTION: \_\_\_\_\_

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THROUGH: Chief, Exploitation Branch, Reconnaissance Group, IRS

SUBJECT: Communist Logistics Activity in the North Vietnamese  
Panhandle

REFERENCE: (a) Requirement No. C-ER0-00,000, 1 May 1971  
(b) CIA/IAS Project No. 050000

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1. This memorandum is in response to your request for -----  
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a. Coastal Shipping

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b. Rail Facilities

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IAS/I 5-2

Example 1 (continued)

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IAS/Division-000/71

SUBJECT: Communist Logistics Activity in the North Vietnamese Panhandle

c. Route 1A

3. The following missions were

4. Questions regarding this project may be directed to the imagery analyst, [redacted] of the Regional Studies Division, IAS on extension [redacted] This project is continuing.

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HOWARD STOERTZ, JR.  
Director  
Imagery Analysis Service

Attachment:\*  
3 vugraphs  
1 annotated map sheet

Distribution:  
Cy 1 - Addressee  
2 - IRS/Recce/R  
3 - IAS/Division  
4 - ODir/IAS  
5 - NPIC/IEG

\* Must appear on same page as signature block.

[NOTE: When a footnote to text is required it must be placed above the signature block.]

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IAS/I 5-2  
Example 2

25X1

Sample Transmittal. Place under proper control cover sheet.

IAS/Division-000/71  
15 May 1971

MEMORANDUM FOR: Chief, Systems Division, FMSAC

ATTENTION: [REDACTED]

THROUGH: Chief, Exploitation Branch, Reconnaissance Group, IRS

SUBJECT: Transmittal of Memorandum

REFERENCES: (a) Requirement No. C-DSO-00,000  
(b) IAS Project No. 050000

1. The enclosed memorandum, [REDACTED] is in response to your requirement dated 1 May 1971.

2. Questions regarding this project may be directed to the imagery analyst, [REDACTED] of the Missile Systems Division, IAS on extension [REDACTED] This project is complete.

HOWARD STCERTZ, JR.  
Director  
Imagery Analysis Service

Enclosure:  
As stated

Distribution:  
Orig - Addressee  
1 - IRS/Recce/E  
1 - IEG/NPIC  
1 - ODir/IAS  
1 - IAS/Division

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